

Michigan E-Quote System
Vendor Screens
March 3, 2006

Vendors will access the various screens available to them via the Internet, navigating to www.cis.state.mi.us:7777/servlet/f60servlet?config=sepwin1&form=init.fmx or through the M.L.C.C. home page at www.michigan.gov/cis. On this page click on 'Access Page' which will open E-Quote System page. Here, the vendor has to click on 'MLCC E-Quote' button. Once there, the vendor will have to use their user name, password, and database name (currently "E-Quote") that they were previously issued via regular mail.

After logging into the system vendors will see the Welcome splash screen. This is where vendors can make their choice of transactions. Vendors are always given the opportunity to make changes to their information on file, including contact person information, by making a choice on the splash screen. The first time a vendor signs onto the system they will have to complete the contact information. The other choices available (buttons) are: View Item, New Item, Delete Item, Case Cost Change, Proof Change, Case Size Change, Liquor Type Change, UPC Change, Weight/Pallet Change, ADA Change, Vendor Change, Vendor and ADA change, Correct Pending Items, and Update Contact Info.

View Item

Change	Effective	Approval	Values that can be changed
View only by vendor			None

When the vendor enters the liquor code, all fields of information are filled in and locked down. The screen can be viewed only.

New Item

See the attached sample New Item screen.

Change	Effective	Approval	Values that can be changed
New Item	Monthly	Commission	All except date fields (submitted and effective date) and base and shelf price fields.

Once selected by the vendor, this screen will appear. All fields are required, except the web site address boxes for labels and Value Added Product pictures, since vendors may send an e-mail image. The system will not accept the quote if all information is not given (except for the two web addresses). The system will give back specific error messages on various fields, depending on which field has errors in it.

Date submitted will be completed by the system with the date the screen is accessed. The vendor cannot change it.

Brand Name is a 30-character field to match the price book field. The vendor will not be able to enter more than 30 characters. If a vendor has to use words in quotation the

system will accept only single quotes. Further on in the New Item screen vendors will be asked if the item is plastic and if it is a multipack. If the answer is 'yes' to plastic, the letters "PL" are forced onto the end of the Brand Name. If the Brand Name entered is more than 28 characters, the system will truncate those letters. Similarly, if a multipack is indicated, a designation 3PK, 4PK, etc. will be forced onto the end of the Brand Name. One of the duties of the staff processing quotes under the old system was, and continues to be, to review the Brand Name and make any changes necessary to abbreviate the name, etc., and have it come out in the alphabetic grouping scheme chosen for appearance in the Price Book. 4PK and PL must be left in the name. This is the only method we have to let customer know the item is plastic and/or a multipack.

Right after brand name vendors must check a box if the item is a Value Added Product. This check mark will be used by the system to assign an appropriate code number and by the MLCC staff to determine that a product image website or email must be part of the quote.

Authorized Distribution Agent will be selected from a drop-down list. Michigan Brandy Manufacturer-No ADA is one of the choices. This choice will handle Michigan Brandy Manufacturers with no ADA, allowed by law, which do not appear in the Price Book.

Requested Effective Date will be the next available effective date for the type of transaction requested. The system will not allow quotes to be filed past a deadline. This field is not completed by the vendor. The date is given by the system.

Vendors must also check the box indicating if the product is bottled in plastic. The system will then force "PL" at the end of the Brand Name.

Liquor Type will be selected from a drop-down menu.

The box for liquor 'Proof' will be completed by the vendor, next.

UPC codes must be 12 digits. If the vendor fills in too few or too many, a message will come back telling the vendor the correct format and number of digits. In addition, the system will automatically calculate the UPC "check digit" and compare it to the one entered by the operator, thus validating the code number. If there is more than one valid UPC code the vendor uses the field "UPC2" for the second code.

Bottle size is a drop down menu consisting of all approved bottle sizes in the State of Michigan. Once selected, the Bottles per Case field will be automatically filled in with the standard number of bottles per case for that bottle size. This number cannot be changed unless the check box, "If it is a Non-Standard case size please check here and provide a reason" is checked. Once checked, the vendor will select a reason from the drop-down menu. If they, for example, select "Case size is national case size" they will then be allowed to make an entry in the Bottles per Case field.

Case weight, cases per pallet and cases per tier are items of information gathered to assist the ADAs in warehouse and delivery merchandise management. These are required fields. There are no edits built into these fields.

The vendor next gives specific information on whether the case contains multipacks, and if so, the configuration. This information is used to put the designation in the Brand Name (3PK, 10PK, etc), and for the Shelf Price calculation. The multipack is then priced out correctly by the system.

The vendor completes the 'New Case Cost' box. The system provides Base Price and Shelf Price as soon as the Case Cost field is departed.

The Federal Certificate of Label Approval (TTB #) is the 14-digit number from an approved Federal Certificate of Label Approval assigned by Alcohol and Tobacco Tax and Trade Bureau. MLCC staff uses this to ascertain that, in fact, the product has Federal Label Approval. This is done by going to the TTB website <https://www.ttbonline.gov/colasonline/publicSearchColasBasic.do> and using this number to search the COLA database. The COLA information will then come up for the product. A button appears below the TTB # for staff to click, which will open an Internet browser to that website.

The next box contains a place for a web site address for the label's electronic image. If the vendor does not have the labels on a web site they must submit an email of the image to the special box set up for these: MLCCEQUOTE@MICHIGAN.GOV Cindy Schrader is the recipient of the box. A printed copy of the image will be made by MLCC staff. This process will continue only until BATF begins to provide label images as part of the COLA database.

Similarly, the screen then asks for a web address for Value Added Products. If not on the Web, an email of the product image would be sent to the E-Quote mailbox. For now, these should be printed on a color printer, if in color. In the future, these may be saved on CD-ROM or a different procedure. Both label and VAP web sites, if given, can be readily viewed by clicking the "verify" button next to the appropriate box.

The comments box can have up to 250 characters in it. Its purpose is to give vendors a place for messages and explanations for MLCC staff.

The last box, "Vendor" will be filled in by the system according to the user name and password, which verifies the vendor as carried in the Code Master database.

Delete Item

Change	Effective	Approval	Values that can be changed
Deletions	Monthly	Commission	None

Vendors will no longer delete codes via letter. They will select "Delete Item" as a choice for reason to file a quote. When the vendor enters a liquor code all fields of information are filled in and locked down. After verifying that the code is the correct one to delete, the vendor clicks 'Submit.' These deletion "requests" will be listed on a special summary report for the Commission meeting just as they were in the old system except that the report will be generated by the system automatically upon staff request. MLCC staff will not use this screen for MLCC initiated deletions. This screen is for vendor use only.

Price Change

Change	Effective	Approval	Values that can be changed
Case cost	Quarterly	Staff	New case cost

When the vendor enters the liquor code and clicks the 'Find' button all fields of information are filled in and locked down except 'New Case Cost' field. The vendor will key in the new case cost, then the system will calculate the difference and a pop up box will ask the vendor if they are sure that this is what they want. This change will appear in the vendor's "pending" file, and will be held until staff reviews it for reasonableness. Case cost change are "approved" by MLCC staff after review.

Proof Change

Change	Effective	Approval	Values that can be changed
proof not significant	Monthly	Immediate	Proof, Brand Name
proof significant	Monthly	Commission as new item, and deleted item	Proof, Brand Name

When the vendor enters the liquor code and clicks the 'Find' button all fields of information are filled in and locked down except 'Brand Name' and 'Proof.' A rule was created to deal with proof changes. If the change, calculated by the system, is significant, the system will delete the old item and create a new item. If the proof change is not significant only the proof and effective date will change; the item retains its identity. If a vendor has an item listed at 48°, and also wants to list that same item as 30°, in addition, that is not a proof change. That is just a plain new item, and would follow the new item process. If the change is significant a message to the vendor will pop up "A new item is created and old one deleted."

Case Size Change

Change	Effective	Approval	Values that can be changed
Case size	Monthly	Commission as a new item and deleted item	case size, case weight, pallet, tier size, case cost. (shelf price remains same.)

When the vendor enters the liquor code and clicks the 'Find' button all fields of information are filled in and locked down except, 'Case Weight', 'Cases per pallet', 'Cases per Tier.' The vendor must check the box-check for 'Non-Standard' in order to unlock the 'Bottle per case' field. The system will create a new item code and delete the existing code (the old case size). The vendors will receive a message to this effect. The system will not allow a change in shelf price and will display a message to the vendor if the Shelf Price does not remain the same after case cost is changed. The system will not accept the quote unless the Shelf Price remains the same.

Liquor Type Change

Change	Effective	Approval	Values that can be changed
Liquor type	Monthly	Immediate	Type

When the vendor enters the liquor code, all fields information are filled in and locked down except 'Liquor Type.' Vendors will determine their liquor type.

UPC Change

Change	Effective	Approval	Values that can be changed
UPC	Monthly	Immediate	UPC

When the vendor enters the liquor code, all fields of information are filled in and locked down except 'UPC.' There are 2 fields in the Code Master for UPCs. If one UPC is changed, it will be added into whatever field is selected by the vendor. If a product has a third UPC, one of the existing UPCs must be deleted, and the new UPC must be inserted into that field. Vendors has to enter only a 12 digit UPC code or to leave the field blank.

Weight/Pallet Change

Change	Effective	Approval	Values that can be changed
Pallet/tier/weight	Monthly	Immediate	pallet size, tier size, case weight

When the vendor enters the liquor code, all fields of information are filled in and locked down except 'Case Weight', 'Cases per pallet', 'Cases per Tier.' These are all on one screen.

ADA Change

Change	Effective	Approval	Values that can be changed
ADA	Quarterly	Staff, after reviewing new contracts	ADA

When the vendor enters the liquor code all fields of information are filled in and locked down except 'ADA.' Per Commission Order, this change can only occur on a quarterly basis. Those will be the only effective dates vendors are allowed to see on this screen. This change requires a new contract which the MLCC staff will verify. MLCC staff will also verify that all codes affected have been changed as shown in written letters and contracts.

Vendor Change

Change	Effective	Approval	Values that can be changed
Vendor	Monthly	Staff after receiving documentation	None

When the vendor enters the liquor code, all fields of information are filled in and locked down. The process, which takes place before a quotation can be filed by the new vendor, has not changed. The old vendor and new vendor must both send to the MLCC Financial Management Division correspondence verifying the transfer of rights of the product(s). The **new** vendor will key in each **existing** code number. The information on file including old vendor name will show up except prices will be blank. This is to prevent vendors from trying to look at other vendors' prices which may be changing. New vendor will then, after reviewing the information, click **submit**. These new quotations will enter the "pending" file for staff review. If appropriate, staff will approve the quotation and the change will be processed into the Code Master. The MLCC will then be in possession of a legal agreement on purchase price of the product. Another reason for following this process is to prevent any attempts by vendors to go in and change other vendors' items and also to prevent inappropriate item take-overs. Staff must also verify that new quotes have been filled on all affected items. This procedure leaves the MLCC in control of the vendor change process.

Vendor and ADA Change

Change	Effective	Approval	Values that can be changed
Vendor	Quarterly	Staff after reviewing contract information	ADA, Vendor

When the vendor enters the liquor code, all fields of information are filled in and locked down except 'ADA' field. The old vendor and new vendor must both send to the MLCC Financial Management Division correspondence verifying the transfer of rights of the product(s). The **new** vendor will key in each **existing** code number and the new ADA. The information on file including old vendor name will show up, except prices will be blank. This is done to prevent vendors from trying to look at other vendors' prices which may be changing. New vendor will then, after reviewing the information, click **submit**. These new quotations will enter the "pending" file for staff review. If appropriate, staff will approve the quotation and the change will be processed into the Code Master. The MLCC will then be in possession of a legal agreement on purchase price of the product. Another reason for following this process is to prevent any attempts by vendors to go in and change other vendors' items and also to prevent inappropriate item take-overs. Staff must also verify that new quotes have been filled on all affected items. This procedure leaves the MLCC in control of the vendor change process.

Correct New Items

Change	Effective	Approval	Values that can be changed
Only view the screen	Monthly or quarterly except for rejected items	Item goes back through applicable process	None, vendor can only view the screen

This screen shows all transactions that are pending for approval. It also shows rejected transactions. Some of the changes made by vendors require MLCC staff verification. If a quotation is rejected by the MLCC staff, the item will show up on this list in red, and the vendor will receive an e-mail notice about the item and the reason for rejection. The vendor has to click on the 'Details' button to view the entries for a specific pending item.

Detail - Correct Pending Items

Change	Effective	Approval	Values that can be changed
Action based on the type of transaction to be corrected.			

This screen is displayed by clicking the 'Detail' button for a specific item from the previous screen, 'Correct New Items.' The screen allows the vendor to view the reason for the rejected quote by clicking on the 'Discrepancy' button. Here the vendor has the ability to correct the quote with the necessary information and resubmit it. The MLCC staff will review it and take appropriate action depending on the type of correction. Vendors can view and change any pending line item before final processing.

Update Contact Info

Change	Effective	Approval	Values that can be changed
Vendor	Immediate	None	Contact person name, e-mail address, telephone number

This screen shows the existing information which the E-Quote system has for a vendor. The screen allows the vendor to update the information about the designated contact person for each vendor.